

# Retention and Classification Report

**Agency:** Brigham City (Utah). Board of Adjustment (3166)

20 North Main Street #A  
Brigham City, UT 84302  
(435)734-6612

**Records Officer**

23379 Minutes

**AGENCY:** Brigham City (Utah). Board of Adjustment

**SERIES:** 23379

4

**TITLE:** Minutes

**DATES:** 1957-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Brigham City (Utah). Board of Adjustment

**SERIES:** 23379

**TITLE:** Minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

Board of adjustment minutes document variances and exceptions to zoning ordinances authorized by the Brigham City board of adjustments.

**PRIMARY CLASSIFICATION:**

Public